

278

General Carter

Normally, oaths of office are administered by appointment clerks in the Office of Personnel but it is important that the other employees whose positions are designated in this memorandum have the legal authority to act in special cases.

Recommend your approval.

Signed

L. K. White

3 NOV 1964

Mated @ DD/S
Noon Meeting
11-5-64

EO-DD/S:VRT:nfa (2 Nov 64)

Distribution:

Orig - Adse w/Orig & 4 cc's of DD/S 64-5091
~~✓~~ - DD/S Subject w/cc of DD/S 64-5091
1 - DD/S Chrono

DD/S 64-5091: Memo dtd NOV 2 1964 to A-DCI fr D/Pers, subj:
"Delegation of Authority to Administer the Oath
of Office of New Employees"

NOV 2 1964

MEMORANDUM FOR: Acting Director of Central Intelligence

THROUGH : Deputy Director for Support

SUBJECT : Delegation of Authority to Administer the Oath of Office
of New Employees

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.
2. Title 5 of the United States Code, section 16a, requires that the Head of an Agency designate in writing those employees or officers authorized to administer the oath of office incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein. The purpose of this memorandum is to update the existing list of personnel authorized to administer the oath by adding the Executive Assistant to the Director of Personnel and the Chief, Personnel Operations Division. The revised list will be published in Agency regulations.

Deputy Director for Support
Assistant Deputy Director for Support
Director of Personnel and his Deputy
Executive Assistant to the Director of Personnel
Chief, Personnel Operations Division, Office of Personnel
Chief, Contract Personnel Division, Office of Personnel
Appointment Clerks, Office of Personnel
Chiefs of Station or Base, their Senior Administrative
Officers, and their Personnel Officers

25X1

25X1

3. It is recommended that the incumbents of the positions listed in paragraph 2 be authorized to administer oaths pursuant to 5 U.S.C., 16(a).

Signed
Emmett D. Echols
Director of Personnel

CONFIDENTIAL

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

SUBJECT: Delegation of Authority to Administer the Oath
of Office of New Employees

CONCURRENCES:

STAT

[Signature]
for Lawrence K. Houston
General Counsel

NOV 2 1964
Date

/s/ L. K. White

3 NOV 1964

L. K. White
Deputy Director for Support

Date

The recommendation in paragraph 3 is approved:

[Signature]
Marshall S. Carter
Acting Director of Central Intelligence

4 NOV 1964

Date

STAT

OD/Pers [redacted] sac (24 Sept 64)
Rewritten: O-DD/S:VRT:nfa (2 Nov 64)

Distribution:

Orig - D/Pers
1 - ER
1 - OGC
2 - DD/S *Chrono Substant*
2 - D/Pers (1 w/h)
2 - PRS/Regs (2 w/h)

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

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TO:		DATE
Colonel White		5 November 1964
ROOM NO.	BUILDING	
REMARKS: Recommend your concurrence and initials on Blue Slip.		
FROM:		
ROOM NO.	BUILDING	EXTENSION

✓
VRT

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

28 September 64

STAT



Mr. Bannerman thought that this memo was confusing (perhaps Colonel White will not agree).

I checked with O/Pers and found that the only change is to add the Chief, POD to the list and replace Executive Officer to the D/Pers with Executive Asst. to the D/Pers. I also found that there is a proposed regulation [redacted] in the mill to reflect the above changes.

STAT

Mr. Bannerman thought that General Carter might ask what the present listing is and what "organizational" changes have occurred.

Since he is away, I pass it back to you.

fran

~~CONFIDENTIAL~~

1445 64 5091
24 SEP 1964

MEMORANDUM Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

THROUGH : Deputy Director for Support
SUBJECT : Delegation of Authority to Administer the Oath of Office of New Employees

1. This memorandum submits a recommendation for your approval. Such recommendation is contained in paragraph 3.

2. Title 5 of the United States Code, section 16a, requires that the Head of an Agency designate in writing those employees or officers authorized to administer the oath of office incident to entrance into the executive branch of the Federal Government or any other oath required by law in connection with employment therein. Our previous listing of the employees so designated has been outdated by organizational changes and your approval of a revised listing, as shown below, is required to provide current designation.

Deputy Director for Support
Assistant Deputy Director for Support
Director of Personnel and his Deputy
Executive Assistant to the Director of Personnel
Chief, Personnel Operations Division, Office of Personnel
Chief, Contract Personnel Division, Office of Personnel
Appointment Clerks, Office of Personnel
Chiefs of Station or Base, their Senior Administrative Officers, and their Personnel Officers

[Redacted]

25X1

3. It is recommended that the incumbents of the positions listed in paragraph 2 be authorized to administer oaths pursuant to 5 U.S.C. 16(a).

[Redacted]

25X1

E Emmett D. Echols
Director of Personnel

CONCURRENCES:

[Redacted]

24 SEP 1964

Date

John General Counsel

Deputy Director for Support

Date

The recommendation in paragraph 3 is approved.

Acting Director of Central Intelligence

Date

Approved For Release 2002/08/15 : CIA-RDP84-00780R000500120001-5

~~CONFIDENTIAL~~

GROUP 1
Excluded from automatic
downgrading and
declassification

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